



Borough of Manhattan Community College  
The City University of New York  
Executive Committee of the Academic Senate

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Agenda  
March 25<sup>th</sup>, 2020  
Via Zoom

- I. CALL TO ORDER: 2:06pm
- II. ATTENDANCE: A quorum was achieved. The following senators were absent: Abdoul-Hanane Gbadamassi, Hussein Abdullal D, Joel Barker, James Blake, Sharon Brickman, Irons Burgos, Arthur Cain, Miguel Castro, Anson Cheng, Chizara Chibueze, Jason Danison, Salimatou Doumbouya, Mariama Faye, Erik Freas, Deborah Gambs, Samvel Jeshmaridian, Irving Mitchell, Serine Ndiaye, Rifat Salam, Achraf Seyam
- III. APPROVAL OF MEETING MINUTES: minutes from the AS meeting of 2.26.2020 unanimously approved.
- IV. STANDING COMMITTEE REPORTS FROM REPRESENTATIVES:
  - a. CURRICULUM COMMITTEE: The following items were unanimously approved by the Academic Senate:
    - i. **New Course:** ACR 195 Literacy, Development and Social Justice  
**Description:** In this course students will examine how civic participation and socioeconomic opportunities relate to an individual's socialization into and acquisition of literacy.
    - ii. **Pathways Course:** ACR 195 Literacy, Development and Social Justice  
**Description:** This proposal includes ACR 195 in the World Cultures and Global Issues bucket of the Pathways Flexible Core.
    - iii. **Course Revision:** CSC 110 Programming I  
**Description:** This proposal changes the pre-requisites to add GIS 101 which will enable GIS students to learn programming.
    - iv. **Course Revision:** CIS 255 Computer Software  
**Description:** This proposal changes the pre-requisites from CIS 155 to CIS 165 or department approval as CIS 155 has been replaced by CIS 165.
    - v. **Course Revision:** CSC 210 Computer Programming II  
**Description:** This proposal changes the course pre-requisites to add CSC 111 or departmental approval to enable students who have taken programming to learn JAVA.

- vi. **Course Revision:** CIS 485 Web Programming II  
**Description:** This proposal changes the course pre-requisites to ensure that students have mastered programming before taking advanced Web Programming
  - vii. **Course Revision:** CIS 359 Information Assurance  
**Description:** This proposal changes the course pre-requisites to allow more flexibility in student paths to the course.
  - viii. **Curriculum Revision:** Computer Network Technology  
**Description:** This proposal changes the advised courses for the Scientific World bucket of the Flexible Core.
  - ix. **Curriculum Revision:** Computer Science  
**Description:** This proposal changes the advised courses for the Scientific World bucket of the Flexible Core and creates a program elective to give students more programming experience.
  - x. **Curriculum Revision:** Computer Information Systems  
**Description:** This proposal changes the advised courses for the Scientific World bucket of the Flexible Core.
- b. COMMITTEE ON STUDENT AFFAIRS
- i. No meeting in March.
  - ii. Chair thanked organizers of the two coronavirus panels, which were well attended and appreciated by students.
- c. FACULTY DEVELOPMENT COMMITTEE
- i. Joe Doctor colloquium was cancelled due to coronavirus pandemic. Chair thanked organizers.
  - ii. FDGs are being reviewed: 32 applications, each of which is being reviewed by three people with a deadline of the end of March 2020. Chair thanked reviewers.
- d. INSTRUCTION COMMITTEE
- i. Proposal (below) – discussion tabled until the next senate meeting. Chair requested that faculty review the document prior to this.
  - ii. Planned beta testing of revised student evaluations of faculty unlikely to happen. However, interested faculty who do wish to use the new evaluations should contact Chair (Andres Colatpinto) or Jean Amaral.
  - iii. IP Wilks has requested guidance from CUNY Central on student evaluations this semester but has not yet received it. Will keep body informed.
- e. ACADEMIC STANDING COMMITTEE
- i. No reportable items.
- f. ADMISSIONS COMMITTEE
- i. Statement draft documenting wide-ranging consequences of implementation of the proficiency index on hold. Committee anticipates further admission issues in the Fall, depending on how CUNY proceeds.

g. ACADEMIC FREEDOM COMMITTEE

- i. Has gathered information on students recording in the classroom separate from accessibility issue. Will give bullet-point report with recommendations in the next Senate meeting.
- ii. Chair confirmed that the committee and AAUP are reviewing terms of service for Zoom, now being commonly used – there is concern that every session is recorded, whether or not the meeting initiator enables the record function.

V. CHAIR’S REPORT

- a. Chair expressed hope that BMCC will stick together as a community during these very trying times, as we did during 9/11.
- b. The UFS is considering a P/F option for students this semester. IP Wilks informed Senators that this issue is being decided by the Board of Trustees, who will be voting on March 30<sup>th</sup>. Chair will keep body informed.

VI. NEW BUSINESS

- a. **Resolution:** BMCC faculty who have successfully transitioned to distance learning by 3/19 as instructed will continue their courses/classes without pausing for the recalibration period and Spring Break will be as originally scheduled for April 8-16. Faculty who have not successfully transitioned to distance learning by 3/19 as instructed may opt for the “recalibration period” and shortened Spring Break to ensure instructional continuity.

**Amended resolution:** Since BMCC has transitioned to distance learning by the 3/19 deadline as instructed, we resolve that BMCC faculty and students will continue their course/ classes without pausing for the recalibration period and that Spring Break will be as originally scheduled for April 8-16, 2020. We will continue to support student learning and access as we have been doing up until this point.

Result: 1 opposed. Motion passed. IP Wilks will take approved motion to CUNY Chancellor.

b. Nominations: Common Core Course Review Committee (CCCRC)

- i. Maria Enrico
- ii. Benjamin Powell
- iii. Christine Jacknick
- iv. Sarah Salm
- v. Maureen Keenan

c. UFS report – no meeting this month.

- d. Student laptops: VP Craig requested that faculty with students who need laptops please work directly with the student and the student affairs office: [studentaffairs@bmcc.cuny.edu](mailto:studentaffairs@bmcc.cuny.edu). The students need to contact the office themselves so that the office has all pertinent information for that student.

VII. OLD BUSINESS

- a. COACHE report - tabled.

## VIII. ADJOURNMENT: 3:40 pm

### **Proposed Guidelines for Observation of Online Classes Instruction Committee of the Academic Senate, BMCC**

The newest PSC-CUNY contract now includes language concerning peer observation of online courses. (See Article 18.2 (b) in the [Memorandum of Agreement](#).) The intent is to “replicate as closely as possible the longstanding teaching observation practices” that have existed in previous contracts. The Instruction Committee at BMCC had been independently developing its own guidelines, and finalized them just as the contract was approved. Some of these repeat what is now in the contract, but some are new.

Below are the Instruction Committee’s proposed guidelines. Those recommendations that repeat what is contractually required are listed first, followed by those which go beyond the contract language. Note that the contract has additional guidelines which are not included here, particularly those concerning hybrid courses, and whether they should be observed online or in person. Both the Observer and Observee should be made aware of these guidelines.

#### **Proposed BMCC E-Learning Observation Guidelines**

*Contractually required guidelines (Not exhaustive: see [MOA](#) for complete guidelines)*

1. Online course observations should be as close as possible in structure to in-class observations.
2. As per contractual obligations, (i) the Observer will be allocated a 48-hour (maximum) window of time to observe the lesson, and (ii) should not observe course activity that occurred more than 7 days prior to the observation.
3. As per contractual obligations, the Observer must be enrolled in student/guest access. The Observer’s access to the class will be closed (unenrolled) by the Observee after the mutually decided upon 48-hour (maximum) window.
4. The observee should inform the students enrolled in the online class of the observer’s presence in the class prior to the observation.

*Additional recommendations of the Instruction Committee*

5. The same reporting form departments use for in-class peer observations should also be used for online class evaluations.
6. Absent specific instructions from a chairperson, program coordinator, or other designee, the Observer and the Observee should mutually agree on (i) which type of class should be observed, traditional face-to-face course OR online course, and (ii) should agree on the time of observation. If the observation is of an online class, the Observer must be trained in online teaching.
7. The Observer’s primary responsibility is to provide feedback regarding teaching and learning for a particular lesson, rather than overall course design.
8. In the case that significant interactions between the Observee and students are not visible to the Observer through student/guest access, the Observee may choose to make this activity available to the Observer in some other way. This could mean meeting in person to review the material, emailing PDFs or screenshots, etc.